



Town of Mammoth Lakes

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Mammoth Lakes, CA, 93546

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Town e-News: December 13, 2019

Town Announcements

Town Office Holiday Schedule

Town offices will be closed to the public on Tuesday, December 24 and Wednesday, December 25, then again on Tuesday, December 31 and Wednesday, January 1, 2020. Happy holidays from the Town of Mammoth Lakes!

Winter Parking Restrictions In Effect

The Mammoth Lakes Police Department is reminding citizens that there is no street parking from November 1 through April 30. Vehicles found parked in violation of these ordinances are subject to receiving a parking citation and/or in some cases, vehicles may be impounded at the owner's expense.

November 6, 2019 Town Council Highlights

- **Ribbon Cutting Ceremony for the Community Center Rehabilitation Project**

Town Council and members of the Recreation Commission celebrated the completion of the Community Center Rehabilitation Project at a ribbon cutting ceremony on November 6, 2019. The project began in October, 2018 and was completed in November at a cost of \$117,685. Phase 1 (interior) included the installation of new vinyl flooring, paint (Thank you volunteers!), new appliances (oven, fridge), sink and faucet, new kitchen counter tops, storage closet build out, new window blinds, vents and new switch plates/outlets. Phase 2 (exterior) began on September 9 after Town Council awarded a contract to Enright Construction for \$55,000 to complete the project. Work items included the replacement of damaged siding and fascia, new flashing, installation of corrugated metal feature walls, new paint, new shielded lights, new display case, a new distinctive facility sign and the installation of ledger stone on the concrete landing. The Parks and Recreation Department is so proud of the makeover and excited to showcase this valued recreation amenity to our many community user groups and program participants.



- **Ribbon Cutting Ceremony for the Lower Main Street Sidewalk Project**

Town Council celebrated the Lower Main Street Sidewalk Project at a ribbon cutting ceremony. This project began in the fall of 2018 with the construction of the North Main Frontage Road segment. After a winter suspension the Town started on the segments on the north side of Main street between Sierra Blvd and Mountain Blvd and the segment along the South Frontage Road. These segments and the entirety of the project will be fully completed in November 2019 at a cost of \$3.86 Million.



- **New Employee Introductions**

Town Council were introduced to the following new Town employees:

- Equipment Mechanic Trainee Victor Garnica, Qwina West and Equipment Mechanic Salvador Figueroa
- Public Works Maintenance Worker Valentine Vega, Mike Haisten and Francisco (Fernando) Maldonado
- Airport Maintenance Coordinator Neil Watterson
- Planner Gina Montecallo
- Revenue Specialist Jenna Duncan



- **Council Presentations**

The following Town Employees were recognized by Town Council for their years of service to the Town of Mammoth Lakes.

- Fifteen-year service recognition award to Parks Manager Warren Boling.



- Fifteen-year service recognition award to Equipment Mechanic Luis Cepeda.



- Twenty-year service recognition award to Public Works Maintenance Worker Scott Meredith. Scott was not in attendance.
- Town Council waived the reading and adopted by title only the Ordinance making the required CEQA and Municipal Code findings and approving Zoning Amendment 19-001.
- Town Council approved the Resolution adopting the Employee Absence Due to Hazardous Conditions Policy.
- Town Council approved a Resolution Establishing 2020 and 2021 Compensation Schedules and Benefits for Limited-Term Employees.
- Town Council received a draft summary memo that captures the direction received at the Town Council joint meeting with the Planning and Economic Development Commission held on October 9, 2019.
- Town Council approved a Resolution authorizing staff to apply for the "Recreational Trails and Greenways" grant funding from the State of California Natural Resources Agency - Proposition 68.
- Town Council directed staff to return with the recently adopted Mono County Ordinance as a baseline document for the development of proposed alternatives related to a proposed Ordinance regarding the sale of flavored tobacco and vaping products in the Town of Mammoth Lakes.
- Town Council received an update from staff regarding a proposed contract for the Operation of the Town's Snow Storage Lot. The Town has worked with the Forest

Service over past years to provide a snow pit for the public to be able to store snow. The snow pit is located just north of State Route 203, between Meridian Boulevard and the Welcome Center. The Forest Service issued a temporary use permit last season, which expires on December 31, 2019. Town Staff have been working with the Forest Service to obtain a long-term use permit for the site. Under this agreement, the Contractor will provide onsite management such as unlocking the gate, keeping records of loads, enforcing the USFS and TOML agreed upon rules, management of the layout of the site to provide enough space for the entire season by ramping the snow, and spring cleanup. Staff will return to Town Council in the future to request the approval of the 2019/20 agreement for the Operation of the Town's Snow Storage Lot.

- Town Council directed staff to submit a Special Use Permit Application to the Inyo National Forest related to the authority to maintain and construct trails.
- Town Council waived the full reading and introduced by title only an ordinance amending Municipal Code Chapter 15.24 to include revised language in Section 15.24.100, "Loft Requirements"; update the wind and seismic criteria in Sections 15.24.010 and 15.24.020; and correct minor errors, typos, and inconsistencies in Chapter 15.24 and amend Municipal Code Chapter 15.04 to reflect adoption of the 2019 Edition of the California Building Standards Codes, including the California Building, Plumbing, Fire, Mechanical, Electrical, Residential, Energy, Historical Building, Existing Building, Referenced Standards, Administrative, and Green Building Standards Codes, and the 2018 Edition of the International Property Maintenance Code, with certain local amendments, additions and deletions and set a public hearing for November 20, 2019 to adopt the ordinance.
- Town Council adopted a resolution authorizing the purchase of two condos located at 550 Mono Street, Mammoth Lakes, CA, APN number 033-165-022 (Unit # I 101) and APN number 033-165-018 (Unit # G 101) and authorized the Town Manager and Administrative Services/Finance Director to complete all actions necessary for the total purchase price of \$663,000 plus closing costs. Town Council set aside \$2 million as a means to provide additional workforce housing in a timely manner. While staff has attempted to work with several property owners to incentivize the construction of new units, a viable construction project has not yet been identified. Staff will continue to work with property owners and developers on viable options for consideration.
- Town Council adopted a resolution authorizing the purchase of two parcels located at 294 and 312 Industrial Circle, Mammoth Lakes, CA, APN 033-165-036 (Lot 36) and APN 033-165-037 (Lot 37) and authorize the Town Manager and Administrative Services/Finance Director to complete all actions necessary for the purchase in the amount of \$675,000 plus closing costs. The Town has collected dedicated revenues from Mammoth Disposal to assist in the development of a long-term Solid Waste management program. The additional properties will assist in meeting the goals of the Town in managing solid waste, allow for increased efficiency of Mammoth Disposal Operations and allow for planning for the eventual closure of the Benton Crossing Landfill. The Solid Waste Fund has adequate reserves (approximately \$1.5 million) to fund the purchase of these properties and to complete required improvements. The financial arrangement with Mammoth Disposal will be finalized as part of the overall solid waste program.

November 20, 2019 Town Council Highlights

- Town Council approved the Extension of Waste Collection Franchise Agreement between the Town of Mammoth Lakes and Mammoth Disposal Company.
- Town Council conducted a public hearing and approved an Ordinance adopting and amending the 2019 California Building Standards Code including specific amendments to Municipal Code Chapter 15.24 "Design Requirements." Town Council waived the full reading and introduced by title only an ordinance amending Municipal Code Chapter 15.24 to include revised language in Section 15.24.100, "Loft Requirements"; update the wind and seismic criteria in Sections 15.24.010 and 15.24.020; and correct minor errors, typos, and inconsistencies in Chapter 15.24 and amend Municipal Code Chapter 15.04 to reflect adoption of the 2019 Edition of the California Building Standards Codes, including the California Building, Plumbing, Fire, Mechanical, Electrical, Residential, Energy, Historical Building, Existing Building, Referenced Standards, Administrative, and Green Building Standards Codes, and the 2018 Edition of the International Property Maintenance Code, with certain local amendments, additions, and deletions.
- Town Council received a presentation from staff regarding future options for Town Administrative Offices. By consensus, Council directed staff to:
 - Submit a formal pre-application to the USDA for potential loan and/or grant funding for a new Town Administrative Office building, and;
 - Begin lease negotiations for a new lease in the current office space for a minimum of three years, with options to extend.
- Town Council approved the formation Agreement for an Eastern Sierra Council of Governments Joint Powers Authority (JPA). They also voted in concept to approve the initial funding for the remainder of FY19-20 (anticipated to be 50% of the estimated annual cost) and as a base line for FY2020-21 budget planning purposes.
- Town Council received a presentation of Pre-Audit Financial Results for Fiscal Year 2018-19, Fund Balance, Projects and Continuing Commitments. The primary focus of staff's review is the General Fund. This is the source of revenue for almost all funds within the Town's control. The primary revenue driver for the General Fund is Transient Occupancy Tax, which enjoyed another record year, \$20.2M, exceeding the initial budget of \$13.5M. Several other revenue sources met their budget expectations as updated throughout the year. The expenses were managed closely resulting in savings where possible across the General Fund. The cumulative results of the strong revenues, managed expenses, and planned use of fund balance resulted in a fund balance of \$12,555,389 to end FY2018-19. This fund balance has specific designations restricting some of the money for specific purposes like Housing, Transit, Tourism and Town reserves resulting in an unrestricted fund balance of \$6,460,795.
- Town Council received a presentation from staff on possible action on Funding and Priority of Capital Facility and Major Maintenance Programs, Town Core Services, Housing Programs and The Parcel.

December 4, 2019 Town Council Highlights

- Town Council recognized retiring Recreation Supervisor John Connolly with his retirement plaque for his 24 years of service to the Town.



- Police Chief Al Davis introduced Officer Saulque to the Council and the community. Town Clerk Jamie Gray administered the oath of office to Officer Saulque.



- Administrative Services/Finance Director Rob Patterson gave a presentation outlining the First Quarter TOT Enforcement Update for Fiscal Year 2019/20.

Transient Occupancy Tax Enforcement Program Statistics 2019-2020

Quarter	Quarter 1 - July-Sep		
	Zoning	Revenue	Total
Cases Opened during period	3	12	15
Actions Taken			
Citations issued	4	35	39
Assessments issued	1	4	5
NOD issued	1	9	10
Certs of Judgement filed	0	0	0
Violation \$ collected	\$ 58,237	\$ 9,535	\$ 67,772

Statistics

Ratio of Cases Open	20%	80%
Citations Issued	10%	90%
Revenue Collected	86%	14%

- Town Council received an update on the draft Airport Capital Improvement Plan (ACIP).
- Town Council accepted the Mammoth Lakes Recreation Measure U one-time Special Project Funding recommendation for the Southern Mono Historical Society in the amount of \$17,000.
- Town Council directed staff to schedule the interviews for the Recreation Commission applicants on December 18, 2019.
- Town Council authorized the Town Manager to execute a Task Order for the Traffic Model Update as part of the existing On Call Civil Engineering Services Contract with Kimley-Horn in an amount not to exceed \$92,945.
- Town Council received and filed the Snowcreek Development Agreement 2019 Annual Review Report.
- Town Council received an update from staff on the purchase of Meridian Court condos, I 101 & G 101 (APNs 033-165-018 and 033-165-22) located at 550 Mono Street, Mammoth Lakes, CA 93546.
- Town Council approved the Mammoth Lakes Community Wildfire Protection Plan (CWPP), and Annex it into the Adopted Town of Mammoth Lakes Multi-Jurisdictional Hazard Mitigation Plan (MJHMP).
- Town Council awarded a contract to Villar Construction Co. Inc for the operation of the Town's Snow Storage Lot. The recommendation also includes the following actions: Authorize the Public Works Director to approve the plans and specifications. Award a not to exceed contract to Villar Construction Co. Inc. for \$700,000. Authorize the Public Works Director to execute the construction contract and accept the project upon completion. Authorize the Public Works Director to review and approve minor revisions to meet the Town's snow storage needs, up to an additional 10% of the award amount.
- Town Council approved a four-year agreement between the Town of Mammoth Lakes and Mammoth Lakes Tourism and authorized the Town Manager to sign the agreement subject to final legal review and approval by the Mammoth Lakes Tourism Board, with the addition to Exhibit B Number 18 Town of Mammoth Lakes Community/Destination Strategy Design sub-numeral a: "MLT will incorporate the Town Council findings and recommendations from the Final

Community/Destination Strategy Design Report into the fiscal year 2020-21 MLT Strategy and Goal Setting Process."

- Town Council directed staff to look into increasing the TOT at the November 2020 election to be dedicated to housing.

Town Meetings & Events

Town Council

The next regular meeting of the Mammoth Lakes Town Council has been scheduled for **Wednesday, January 15** beginning at 6:00 p.m. in Suite Z. Visit the [Streaming Media Archive](#) to review the previous meeting minutes or view the webcast Town Council meeting.

Commission/Committee Meetings

Jan. 7	Recreation Commission Meeting, Ste. Z, 9:00AM
Jan. 15	Planning and Economic Development Commission Meeting, Ste. Z, 1:00PM

Notify Me!

Receive updates sent directly to your email or phone from the Town of Mammoth Lakes by subscribing to "Notify Me." Found on the left side of www.townofmammothlakes.ca.gov, stay current with Public Service Announcements, Emergency Alerts, Town e-News, Recreation This Week, No Burn Announcements, DNDP updates, bid postings, news flash, calendar items, and more! Make smart decisions, subscribe today.

Department Updates

PARKS AND RECREATION NEWS...

The [Mammoth Ice Rink](http://www.MammothIceRink.com) is open for the 2019/20 winter season! Visit www.MammothIceRink.com for a live schedule and join us this Friday, December 13 for a FREE Friday Night Skate beginning at 8:00 p.m. Bring your own skate or enjoy ours while supplies last. Skate with Santa and Kettle Curling is next Thursday, December 19 at the Mammoth Ice Rink. Enjoy skating, games and photos with Santa!

Hot Shots Basketball continues on Tuesday and Thursday evenings with 3rd, 4th and 5th graders gaining game-time skills as they scrimmage against their peers. Please note, Hot Shots Basketball follows the MUSD calendar and will not be meeting while the kids are on their holiday break.

Gymnastics continues at the community center on Tuesday and Thursday evenings. Coach Kinsley is working on her January schedule prior to opening the next session, stay tuned...

The Sold Out LA Kings Youth Hockey camp is at the Mammoth Ice Rink this weekend, Friday, December 13 through Sunday, December 15. Children aged from 6 to 13 will

sharpen their hockey skills under the guidance of LA Kings Alumni Derek Armstrong and Peter Budaj along with the hockey development staff.

Toddler Time is back at the Mammoth Lakes Community! Each session has a theme and works on developing your young child's listening, social and behavior skills so they can transition better into pre-school or elementary school settings. Call or email Carole Mills to register at (209) 480-2699 or carolebmills@gmail.com.

MAMMOTH LAKES POLICE DEPARTMENT NEWS...

The snow has arrived and plenty of it too! Let's all help to keep each other safe by completely removing the snow off your vehicle before driving. This includes the roof, hood, all windows, headlights and taillights. Speaking of headlights, please *turn them on* when it is snowing.

During these extreme winter storms, an emergency on the road can arise at any time and you must be prepared. In addition to making sure you have a full tank of gas, fresh anti-freeze and a tune-up, you should carry the following items:

- Properly inflated spare tire, wheel wrench and tripod-type jack
- Shovel
- Ice scraper and snow brush
- Jumper cables
- Tow and tire chains
- Bag of salt or cat litter
- Tool kit
- Working flashlight and extra batteries
- Reflective triangles and brightly colored cloth
- Compass
- First aid kit
- Exterior windshield cleaner
- Wooden stick matches in a waterproof container
- Scissors and string/cord
- Non-perishable, high-energy foods like nuts, dried fruits, and hard candy
- Blankets and/or extra clothing
- Water

The Mammoth Lakes Police Department is also reminding citizens and visitors that from November 1 through April 30, no parking is allowed along city streets unless otherwise noted. Paid overnight parking is available throughout the winter at the following locations: Mammoth Mountain RV Park, at the Berner Street parking lot near the Village at Mammoth, and the Mammoth Yosemite Airport. Vehicles found parked in violation of these ordinances are subject to receiving a parking citation and/or in some cases, vehicles may be impounded at the owner's expense.

Law enforcement officers and public safety staff from law enforcement and criminal justice agencies throughout Mono and Inyo Counties are busy planning the Annual Shop-with-a-Cop event, which will be held Saturday, December 14, 2019. This is a very special day where our local law enforcement brings the true spirit of Christmas to families in need throughout the Eastern Sierra and Owens Valley. Children are selected by various local law enforcement agencies from nominations received by area schools, community groups and individuals. On Saturday morning, the children are picked up at their homes by their law enforcement "partners" and taken to pancake breakfast sponsored by the Bishop Lion's Club. After breakfast, the officers and children respond Code 3 (lights and sirens) through Bishop to K-Mart to start their shopping extravaganza. Each child is given \$200 to shop for gifts for their

families. After all the gifts have been purchased, local volunteers wrap the gifts. Our goal for the 2019 Shop-with-a-Cop event is to provide Christmas to 70 children and their families. This event is completely donation driven. Let's start getting into the holiday spirit and donate to this great event today! Donations can be dropped off at the Mono County Sheriff's Office, Inyo County Sheriff's Office, Bishop Police Department and Mammoth Lakes Police Department. Please make checks payable to ESPOA (Eastern Sierra Peace Officers Association) with "Shop-with-a-Cop" written in the memo line. ESPOA is a 501(c)3, and your donation is tax deductible. We thank you for your donation to bring Christmas to local children in need.

MLPD in conjunction with Mono County Probation, the Mono County Office of Education and the Mammoth Unified School District participated in a series of events for Red Ribbon Week from October 23-31. Red Ribbon Week is the nation's oldest and largest drug prevention awareness program. Red Ribbon Week started after the death of DEA Special Agent Enrique "Kiki" Camarena, who in 1985 was brutally murdered by drug traffickers he was investigating in Mexico. After his death, people started wearing red ribbons to honor Kiki's sacrifice. Today, millions of people celebrate Red Ribbon Week by wearing red ribbons, participating in community anti-drug events, and pledging to live drug-free lives.



One of our favorite parts of the job is welcoming children to the Police Department! This group of preschoolers visited us from IMACA on October 25th. Officer West, CSO Vega and Sergeant Casabian gave them the grand tour and went over "Halloween Safety Tips". Inyo Mono Advocates for Community Action, Inc. (IMACA) operates 6 center-based preschool facilities in 5 communities in both Inyo and Mono Counties. The Centers are located in Lone Pine, Bishop, Mammoth, Lee Vining and Coleville. Please contact us at 760-965-3700 if you would like to arrange a tour of the police station for a group of children.

The Arrive Alive Tour landed at Mammoth High School on November 20th. This program is designed to heighten awareness of the dangers and consequences of drunk driving, distracted driving and texting while driving. Community Service Officer Vega tried out the driving simulator while texting. It didn't take long until she went off the road! This program was made possible with the cooperation of the Mammoth Unified School District, Mono County Probation and School Resource Officer Hansen.



MLPD is very proud to offer a local Explorer's Program in partnership with the Mono County Sheriff's Office and the California Highway Patrol. Do you have or know a

child who might be interested in Law Enforcement? Explorers meet weekly on Wednesday evenings and actively participate in police training including physical fitness, ride alongs, court procedures and local events. The requirements to join are: 14 years of age or older, graduated the 8th grade, maintaining a 2.0 GPA, no felony or misdemeanor convictions and be willing to work hard. For questions about the Explorer Program, please contact Officer Hansen at 760-965-3703 or dhansen@townofmammothlakes.ca.gov.

Another wonderful Organization that the Police Department oversees is the Mammoth Lakes CERT (Community Emergency Response Team). The CERT program educates people about disaster preparedness and trains them in basic disaster response skills, such as fire safety, light search and rescue, and disaster medical operations. Using this training, CERT volunteers assist the town following an emergency or disaster. After joining, volunteers will participate in disaster exercises, and respond to disasters in coordination with MLPD, MLFD and Mono County Health Department. CERT is an all-volunteer group who assists first responders in time of disaster or community emergencies and also assists with traffic control for many holiday and special events. "Mammoth Lakes CERT: We are your friends. We are your neighbors. Please join us." CERT trains monthly to maintain their skills and involvement CERT training academies are held yearly. For information about the next academy, email: mammothcertinfo@gmail.com.

The holidays are just around the corner and we are ready for everyone to come up and enjoy our beautiful Town. *The entire Department extends our wishes to all of you for a safe and enjoyable holiday season ahead.*

HUMAN RESOURCE DEPARTMENT NEWS...

Work for the Town of Mammoth Lakes

As we continue to grow and expand our workforce, the Town is pushing recruitment efforts with a number of exciting temporary and year-round employment opportunities! The Town of Mammoth Lakes knows our employees are our most valuable assets, which is why we strive to attract and retain the best talent. If you're committed to public service and you want to be part of the changing face of local government, apply now! Visit our [career portal](#) for more information.

FINANCE DEPARTMENT NEWS...

Starting a New Short-Term Rental Business

If you have decided to start renting your home or condo there are four steps that you will need to take before you can start taking in reservations. First, you will need to find out if your home is zoned for nightly rentals. To do this, enter your address into the county's [parcel viewer](#) and see if transient rentals are allowed. If your unit is zoned for nightly rentals, you may then apply for Business Tax Certificate Application and a TOT Certificate Application. A separate TOT certificate application must be filled out for each additional property you wish to rent.

In order to complete the TOT certificate application, you will need an inspection from a third-party inspector to ensure that your unit is safe and ready to be rented. Examples of what they will be looking for are smoke alarms, fire extinguishers, ash storage, and no evidence of pest infestation. (The applications, inspection forms, and list of inspectors can all be found on the town website.)

For the TOT application form, each operator needs to have a local contact person who is available twenty-four hours a day. The local contact must be available by telephone on a twenty-four-hour basis to respond to calls regarding the condition

and or operation of the unit. Response time must be within one hour of receiving the call and the issue must be resolved within twenty-four hours of the initial call. Failure to respond to calls in a timely and appropriate manner may result in revocation of the BTC authorizing the use. Lastly, a Business Tax Certificate application is required. A Business Tax Certificate is needed in order for any business to operate in town and is renewed each calendar year. Once both certificates are approved, they will be sent to the mailing address indicated on the Business Tax Certificate Form. Both certificates must be displayed in a conspicuous spot somewhere in the unit. This means you are now approved to begin renting and advertising. Please note that your Business Tax Certificate number must be in all online ads. Once your business is approved you must begin remitting on a monthly basis.

This is a general overview of how to start a short-term rental business. For more information, please contact the Finance Department for more in-depth information.

Public Service Announcements

Leash Your Dog – It's The Law

The Mammoth Lakes Police Department would like to remind citizens that the Town of Mammoth Lakes has several ordinances to keep their animals and the public safe. The Mammoth Lakes Police Department has responded to an increasing number of dog-related incidents and may issue citations for dog owners in violation of the following ordinances:

MLMC: 6.12.010 License (Required) – *If you live within the Town of Mammoth Lakes limits the owner of any dog over the age of six months shall procure a town dog license and pay thereafter an annual license fee for each dog.*

MLMC: 6.12.210 Dog at large - *It is unlawful for any person owning, harboring, or having the care, custody or possession of any dog within the town limits of Mammoth Lakes to allow such dog to run at large. All such dogs shall be kept securely fastened by a chain, rope or leash unless securely confined within private property legally controlled by the person in possession of the dog. Further, any dog off the premises of its owner, or the person charged with the care, custody or possession of the dog, shall be presumed to be at large unless it is securely fastened to a rope, chain or leash not exceeding six feet in length and is under the immediate physical control of a competent person.*

Pet ownership comes with the responsibility of humane care and management of their animal, along with a legal obligation as well. A dog owner is liable for a victim's injuries if their dog bites and injures the victim. These ordinances also apply at Town parks and facilities. Additional ordinances regulating the responsibilities of pet owners can be found in the Town of Mammoth Lakes Municipal Code (https://library.municode.com/ca/mammoth_lakes /codes/code_of_ordinances).

When To Make A Bear Call

DO NOT CALL:

- Bear walking through your property or neighborhood
- Bear in a tree

OPTIONAL NON-EMERGENCY - call Wildlife Expert Steve Searles at (760) 934-2327:

- Bear on porch or deck
- Bear in unoccupied vehicle
- Bear making regular visits to property or under deck or house

EMERGENCY - CALL 911:

- Bear inside any building or home
- Bear seen trying to open window or door of occupied dwelling
- Bear in confined space with human beings
- Bear apparently confronting human beings

Transient Occupancy Tax (TOT) Frequently Asked Questions

Some of the most frequently asked questions about legal rentals and Transient Occupancy Tax (TOT) are:

What is a transient rental?

A transient rental is any unit that is occupied for the purpose of sleeping, lodging, or similar reasons for a period of 30 consecutive days or less in exchange for a fee or similar consideration.

Can I rent my unit as a transient rental?

Only some zones within the Town of Mammoth Lakes permit transient rentals. The following zones permit transient rentals:

- RMF-2 (Residential Multi-family 2)
- CL (Commercial Lodging)
- CG Commercial General)
- R (Resort, including master plan areas)
- SP (Specific Plan, including North Village and Clearwater)

This list is intended as a guide only. Although the above zones permit transient use generally, other regulations, such as those found in master plans, CC&Rs, or project conditions of approval may prohibit transient rental within a particular development. Generally, transient rental of single family homes is prohibited. A zoning map can be found on the Town's website.

What is transient occupancy tax (TOT)?

Transient occupancy tax, or TOT, is a 13% tax that is charged "for the privilege of occupancy of any transient occupancy facility." The tax is required to be paid to the operator of the transient occupancy facility at the time the rent is paid. It is the operator's responsibility to remit the TOT to the Town.

Do I need to pay TOT?

If you are renting your unit as a transient rental, even if it is only for one weekend a year, you need to pay TOT. This includes single-family homes and other units that are not permitted to rent nightly, but may be doing so illegally. TOT shall be remitted for each night the unit is rented.

Do I need a business tax certificate?

Yes, if you are renting your unit on a transient basis.

Do I need a transient occupancy tax certificate?

Yes. You are required to purchase a transient occupancy certificate for each rental unit to post in your transient rental property. This is included as part of Schedule E or F in the business tax certificate application.

What is the difference between a business tax certificate and a transient occupancy tax certificate?

Business tax is an annual tax and is required for all business activity. The transient occupancy tax certificate is a one-time purchase that is non-transferable. This certificate is required to be posted in your transient rental unit.

Do I need a business tax certificate if all of my rentals are handled through a reservation company?

If all of your rentals are handled through a reservation company, most reservation companies will purchase the transient occupancy tax certificate and collect and remit the TOT to the Town. You may wish to check with your reservation company to confirm that this is being taken care of. If you rent your unit by owner in addition to renting with a property management company, you are also required to obtain a separate business tax certificate and transient occupancy tax certificate.

How do I apply for a business tax certificate?

The Town's website contains information regarding business tax certificates, including an application for a business tax certificate: <http://www.ci.mammoth-lakes.ca.us/index.aspx?NID=182>. Transient Rentals fall under schedule F for condominium rentals and schedule E for hotels, motels, lodges, and campgrounds. This application can be mailed back to the Town, or submitted in person. The total cost for one unit is \$118.00 (\$65.00 application fee, \$5.00 planning review fee, \$25.00 fee to rent one unit, \$23.00 TOT certificate fee). Additional costs apply for additional units. Business tax certificates are required on or before the first day business commences; penalties will apply for late filings. If you have additional questions regarding this process please contact the Finance Department at (760) 934-8989 ext. 273.

Do I have a business tax certificate?

To find out if you have a valid business tax certificate on file, please contact the Finance Department at (760) 934-8989 ext. 273 or your property management company.

What is illegal rental activity?

Illegal rental activity is any rental activity that is not consistent with the Town's Zoning Ordinance, or any rental activity that is not compliant with the Transient Occupancy Tax Ordinance. This can include transient rental of units located in zones that prohibit transient rentals. It can also include transient rentals in a zone where it is permitted, but when the TOT is not remitted to the Town.

How can I report illegal rental activity?

If you suspect illegal rental activity, you may submit an anonymous tip via the Town's TOT hotline at (760) 934-8989 ext. 275 or on the Town's website via the Transient Occupancy Tax information page. Please include any information that you have that would substantiate the claim, along with the property address and owner's name if you have it. You may also email tot@ci.mammoth-lakes.ca.us. Note that

emails are not anonymous, however, staff will do its best to keep your information private.

Questions & Anonymous TOT Hotline

If you have questions about TOT enforcement, or if you would like to report suspicious activity or rental advertisements please contact our anonymous hotline. The Town will follow-up on any reports submitted. The Hot Line Number is (760) 934-8989 ext. 275 or email your information to: TOT@ci.mammoth-lakes.ca.us.

Register for CodeRED

Residents of Mono County can register their cell phones to receive emergency CodeRED (reverse 911) alerts from Mono County. This is a county public service available to all Mono County residents so please tell your friends and neighbors in Mono County that they can register for this service. CodeRED announcements are for personal notification and will not replace CERT CAHAN notification. Here is how to sign register/sign up using the INTERNET:

- Go to monosheriff.org
- Scroll down left side panel to CodeRED community notification system;
- Click on it and follow directions.

Town Outdoor Lighting Ordinance

In 2003, the Town adopted Exterior Lighting Ordinance 17.36.030 to eliminate light pollution and preserve views of our starry skies. The outdoor lighting ordinance was adopted to encourage residents to administer a lighting system that not only promotes public safety and night-time ambiance but to maximize energy conservation. To eliminate glare and light trespass into neighboring properties and roadways, the outdoor lighting fixtures on your property should be shielded and re-directed to shine downward or changed out to a lower wattage. More information about responsible lighting can be found at www.crlaction.org.